

Exhibit (1) 1312.4 Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 01/2004

Last Revised Date: 05/15/2024

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K-12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education (CDE) complaint form from CDE's website when available. However, a complaint need not be filed using either the district's complaint form or the complaint form from CDE.

01/04
 01/19/05
 09/12/07
 06/10
 05/11
 10/10/18
 12/11/19
 11/16/22

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 4600-4670
 5 CCR 4600-4687
 5 CCR 4690-4694

Description

Uniform complaint procedures
 Uniform complaint procedures and Williams complaints
 Health and safety complaints in license-exempt preschool programs

Ed. Code 1240
 Ed. Code 17592.72

[County superintendent of schools; duties](#)
[Urgent or emergency repairs; School Facility Emergency Repair Account](#)

Ed. Code 200-262.4
 Ed. Code 234.1

[Prohibition of discrimination](#)
[Student protections relating to discrimination, harassment, intimidation, and bullying](#)

Ed. Code 33126
 Ed. Code 35186
 Ed. Code 35292.5-35292.6
 Ed. Code 48907

[School accountability report card](#)
[Williams uniform complaint procedures](#)
[Restrooms; maintenance and cleanliness](#)
[Exercise of free expression; time, place and manner rules and regulations](#)

Ed. Code 48950
 Ed. Code 48985
 Ed. Code 51501
 Ed. Code 60010
 Ed. Code 60040-60052
 Ed. Code 60119
 Ed. Code 60150

[Speech and other communication](#)
[Notices to parents in language other than English](#)
[Nondiscriminatory subject matter](#)
[Instructional materials; definition](#)
[Requirements for instructional materials](#)
[Hearing on sufficiency of instructional materials](#)
[Penalty for insufficiency of textbooks and instructional materials](#)

Federal
 20 USC 6314
 Management Resources
 Website

Description
 Title I schoolwide program

Website
 Website
 Website
 Website
 Website
 Website

Description
[California County Superintendents Educational Services Association](#)
[CSBA District and County Office of Education Legal Services](#)
[State Allocation Board, Office of Public School Construction](#)
[Department of Justice](#)
[U.S. Department of Education, Office for Civil Rights](#)
[CSBA](#)
[California Department of Education](#)

Cross Reference

Code
 0410

Description

[Nondiscrimination In District Programs And Activities](#)

0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.2	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4113	Assignment
4144	Complaints
4144	Complaints
4244	Complaints
4244	Complaints
4344	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6142.92	Mathematics Instruction
6143	Courses Of Study
6143	Courses Of Study
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials